

## **MAINTENANCE TECHNICIAN**

**DEFINITION:** Under general supervision, performs journey level skilled repair and maintenance work in any of several trades such as plumbing, carpentry, painting, building maintenance, and appliance repair and maintenance; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Performs general maintenance and carpentry and cabinet-making work; installs cabinets and shelves; frames walls; repairs and replaces doors, windows, casing, garage doors, roof and carpet; installs flooring; performs plumbing activities, installing new plumbing including pipes, drains, tubs, faucets, sinks, and other plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; clean and opens drains and water lines; performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming and texturing surfaces, mixes and applies paints to surfaces; mixes and applies plaster.

Performs installation, alteration, maintenance and repair of wiring systems and electrical fixtures and equipment; replace fuses, bulbs and globes; maintains, repairs or replaces residential type appliance such as water coolers, refrigerators, etc.; maintains, repairs or replaces heating ventilation and air conditioning units; checking Freon pressure; removes or recycles refrigerant; inspects fans, condensers, blower motors, heating and cooling units, wiring, etc.; services common household appliances; inspects damage to determine scope of work; estimates materials and supplies needed to complete work; re-keys and masters all locks; cleans and repairs tools and equipment.

Performs on call emergency duties for major outages, sewer backups, etc; provides cross training for co-workers and acquires cross training in other trades areas; installs security alarm systems; winterizes and summarizes heating units and air conditioners; provides preventive maintenance and troubleshooting; locates gas or water leaks; checks units for proper operation; performs preventive maintenance program through scheduled inspection and servicing of equipment, housing and facilities; maintains a clean and safe work environment.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of common practices, methods, materials and tools of various journey level building, electrical, and plumbing trades.

Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code.

Knowledge of hazards and safety precautions of various trades.

Knowledge of power and technical tool operation related to appliance repair and maintenance.

Knowledge of installation and programming of security alarm systems.

Knowledge of occupational safety and health regulations and practices.

Skill in troubleshooting and repairing a variety of commercial and residential appliances.

Skill in performing semi-skilled tasks of various trades.

Skill in safely working with potentially hazardous materials, chemicals and supplies.

Skill in prioritizing and handling multiple assignments.

Skill in maintaining and repairing power and hand tools and equipment.

Skill in establishing and maintaining effective working relationships.

Skill in welding.

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Ability to read and work from blueprints, shop drawings and sketches.  
Ability to learn relevant building, fire and safety codes.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires extended hours working, lifting, carrying and transporting heavy tools, appliances, material and equipment weighing in excess of 100 pounds; requires climbing, kneeling, bending stooping and working in confined spaces.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and three (3) years of general building maintenance experience in one or more trades area;

### **PREFERRED QUALIFICATIONS:**

- Journeyman level certification
- Occupational Safety and Health Administration training.
- HVAC training or certification.

### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.